

**Office of the Treasurer  
JOB OPPORTUNITY  
Student Law Clerk  
Legal Unit – Executive Office**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** 55 Elm Street, Hartford, CT 06106  
**Job Posting No:** 11206SLC  
**Hours:** 8 am – 5 pm  
**Salary:** \$12.00 - \$12.95  
**Closing Date:** May 16, 2014

The Office of the Treasurer has two (2) full-time Student Law Clerk positions available in the Executive Office. These are durational positions and end on August 29, 2014.

**Examples of Duties:**

Research (legal, legislative, corporate governance, compliance); drafting documents (contracts, legislation, reports, requests for qualifications or proposals); prepare for and attend meetings; document organization; document review; document intake; and perform other duties as needed.

**Knowledge, Skills and Abilities:**

Knowledge of legal terminology and methods of indexing and filing legal materials; knowledge of methods of recording legal documents; skill in preparation of legal documents and abstracts of such documents; ability to prepare comprehensive written reports. Knowledge of Microsoft Office Suite; ability to operate office equipment, ability to work independently or in a team as required; possess strong work ethic; highly motivated, organized and able to meet deadlines; excellent interpersonal, analytical, verbal and writing skills; and ability to understand and carry out oral and written instructions.

**Eligibility Requirements:**

- (1). Undergraduate Degree
- (2). Completion of one year of Law School
- (3). Applicants must be in good academic standing
- (4). Coursework: Contract, Real Estate, Securities and Administrative Law; Legal Writing; and Professional Ethics
- (5). Work experience in a professional office setting

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and an Application for Employment (CT-HR-12) to:

**Office of the Treasurer  
Attn: Gail Crockett  
55 Elm Street  
Hartford, CT 06106  
Phone: (860) 702-3282  
Fax: (860) 702-3003  
Gail.crockett@ct.gov**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.